



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1
USACHRA, NORTHEAST REGION, APG ADVISORY CENTER
2201 ABERDEEN BOULEVARD
ABERDEEN PROVING GROUND, MD 21005-5001



PECP-NER-G

18 August 2004

MEMORANDUM FOR Commanders/Directors

SUBJECT: Prohibited Personnel Practices

1. The Office of Personnel Management periodically publishes guidance on Prohibited Personnel Practices. The Practices are outlined below and apply to all employees, but are especially applicable to supervisors/managers who have hiring responsibilities or make recommendations in this area. Please ensure this information is provided to all employees in your organization.

PROHIBITED PERSONNEL PRACTICES

Don't **DISCRIMINATE** on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.

Don't **SOLICIT** or **CONSIDER** any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.

Don't **COERCE** an employee's political activity.

Don't **DECEIVE** or **OBSTRUCT** any person with respect to such person's right to compete for employment.

Don't **INFLUENCE** a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.

Don't **GRANT** any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.

Don't **EMPLOY** or **ADVOCATE** a relative.

Don't **RETALIATE** against a Whistleblower, whether an employee or an applicant.

Don't **RETALIATE** against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break the law.

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Don't **DISCRIMINATE** based on actions not adversely affecting performance.

Don't **VIOLATE** any law, rule, or regulation implementing or directly concerning the merit principles.

Don't **VIOLATE** Veteran's Preference by taking or failure to take a personnel action. (National Defense Authorization Act for FY97)

Army's policy is that no personnel action will be taken or processed which could have the effect of the commission of a prohibited personnel practice.

2. Please contact your APG Advisory Center specialist if you have any questions.

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DIANE J. SMITH
Director, APG Advisory Center